



COUNTY OF SALEM FREEHOLDER MEETING AGENDA REQUEST FORM

Forward signed form to Clerk of Board, 110 Fifth St, Salem NJ 08079 clarker@salemcountynj.gov

Please provide one form for each agenda request.

FROM: _____ (Freeholder/Department Head)

REQUEST FOR: ☐ RESOLUTION
 ☐ CHAPTER 159 RESOLUTION
 ☐ CONTRACT OR AGREEMENT
 ☐ SPECIAL RECOGNITION PROCLAMATION/CERTIFICATE
 ☐ DISCUSSION
 ☐ SPECIAL PRESENTATION TO FREEHOLDER BOARD

FOR THE MEETING OF: Date _____ Workshop ☐ or Regular Freeholder Meeting ☐?

TO BE HELD AT: Location _____

THE SUBJECT OF THE ABOVE IS: _____

SUBJECT SHOULD APPEAR UNDER WHICH FREEHOLDER COMMITTEE ON THE MEETING AGENDA:

<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> COMMUNITY SERVICES	<input type="checkbox"/> PUBLIC WORKS
<input type="checkbox"/> EDUCATION AND EMPLOYMENT	<input type="checkbox"/> TRANSPORTATION, AGRICULTURE AND CULTURAL AFFAIRS
<input type="checkbox"/> HEALTH AND HUMAN SERVICES	

DATE CERTIFICATE OF AVAILABILITY OF FUNDS APPLIED FOR _____. Contact Treasury for assistance.

AGENDA REQUEST FORMS AND ACCOMPANYING MATERIALS MUST BE FORWARDED BY EMAIL TO THE CLERK OF THE BOARD **NO LATER THAN CLOSE OF BUSINESS WEDNESDAY, ONE WEEK PRECEDING SAID MEETING.**

LATE AGENDA REQUEST (WAIVER) REQUIRES EMERGENCY REASON AND APPROVALS OF RESPECTIVE FREEHOLDER CHAIR AND DIRECTOR:

WAIVER REASON: _____

FREEHOLDER COMMITTEE CHAIR CONTACT CONFIRMED _____ (Date)

FREEHOLDER DIRECTOR CONTACT CONFIRMED: _____ (Date)

Clerk of the Board to forward latest agenda to Freeholder Board.

SIGNED/DATED: _____ (Freeholder/Department Head)